



Internal Use Only:
Finance Code: Permit
Fee: _____
Initials: _____

Residential Building Permit Application

THIS APPLICATION IS FOR A BUILDING PERMIT ONLY FOR 1 OR 2 FAMILY DWELLINGS AND TOWNHOMES
SEPARATE PERMITS ARE REQUIRED FOR ANY ELECTRICAL, HVAC, AND PLUMBING WORK BEING COMPLETED

Site/Building Information

Project Site Address:	Lot:	Zone:
Permit Type (check one): ☐ New Construction ☐ Addition ☐ Alteration ☐ Other		
Detailed Description of Work:		
Project Valuation (required):	Project Total Square Feet:	

Please complete this section if new construction:

2009 IECC Compliance (check one): ☐ Performance ☐ Prescriptive		Lot Square Feet:
Foundation Type (check one): ☐ Slab ☐ Crawl Space ☐ Basement (If finished, labeled floor plan is required)		
No. Stories:	No. Bedrooms:	No. Bathrooms:
Floodplain: ☐ Yes (Addl. documentation required) ☐ No		Heating: ☐ Electric ☐ Gas ☐ Solar ☐ Other

Applicant Information

Name:	
Address:	
Phone Number (required):	Email (required):
Applicant is: ☐ Owner ☐ Contractor	Preferred Contact Method: ☐ Email ☐ Phone

Property Owner Contact Information

Name:	Check if same as applicant: ☐
Address:	
Phone Number:	Email:

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Contractor Contact Information (Required, if a contractor is completing the work)

Business Name:	
Address:	
Phone Number:	Email:
City of Richmond Business License Number (required):	

****Payment is required at the time of submission; once all required documents are received, please allow up to five (5) business days for plan review. Online submission is also possible through our website, www.richmondky.gov**

****Please complete included Subcontractor List for all subcontractors that will be hired on the project. All contractors will require a City of Richmond Business License and a copy of Worker's Compensation Insurance will need to be submitted, if applicable.**

****The following documents are required to be submitted with your application: Construction Documents (Labeled Floor Plan, Foundation Plan, Exterior Finish Detail/Envelope Drawings, Wall and Roof Assembly (Cross Section), Window and Door Sizing Scheduled), Site Plan showing property setback distances, easement and driveway locations, and the Utility Tap Fee Receipt signed by the Utility Company. Please note, pictures of required documents will not be accepted. All drawings must be to scale and legible.**

****It is the responsibility of the permit holder to contact this office for all required inspections. For a full list of required inspections, please visit www.richmondky.gov**

Applicant Signature

I hereby apply for a Building Permit and acknowledge that the information above is complete and accurate; I **understand that that this is not a permit, and the submission of this application does not constitute approval of any work.** I further state that all work herein will be done in accordance with the ordinances of the City of Richmond and the Kentucky Residential Code. I certify that I will provide and maintain Worker's Compensation Insurance as needed. I accept that all inspection reports, notices of violation and enforcement related to site inspections are my responsibility. I understand that false statements, errors, and/or omissions may be sufficient cause for denial or revocation of the permit. Issued permits become void if work does not begin within 180 days or is suspended at any time for over 180 days. *Application is not valid unless signed.*

Applicant Signature: _____ **Date:** _____

Applicant Printed Name: _____